

Sample 30-Day Notice to Vacate

(Print on community's official letterhead)

October 13, 1998

Mr. Edward Hawkins
13507 Hucksburg Lane
Shilling, AS 40377

Dear Mr. Hawkins:

This letter is to remind you that the City of Adversity has acquired your home at 1387 Hurricane Way, Adversity, AS 40241 and *you now have 30 days to vacate the property*. Please remove all of your possessions and vacate by November 15, 1998.

If you have any questions or need additional assistance to complete your move, please call me at (111) 711-0671. I will be happy to assist you in any way I can.

Sincerely,

Pat Keach
Community Development Specialist

OR

Dear Mr. Hawkins:

This letter is to remind you that the City of Adversity has acquired your home at 1387 Hurricane Way, Adversity, AS 40241 and you now have 30 days to vacate the property. Please remove all of your possessions and vacate by November 15, 1998.

Your relocation assistance funds should be available by October 26, 1998. I will call you as soon as the check is ready and set a time to meet with you to disburse funds, help you with utility deposits, finalize the purchases of necessary furniture, and make moving arrangements.

If you have any questions, or need additional assistance to complete your move, please call me at (111) 711-0671. I will be happy to assist you in any way I can.

Sincerely,

Pat Keach
Community Development Specialist

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